



GENERAL INFORMATION AND SUBMITTAL REQUIREMENTS

CITY OF PLEASANT HILL

GENERAL INFORMATION	(925)671-5200 FAX (925)676-1125
	ATTN: BUILDING DIVISION
Building Division Location	City Hall 100 Gregory Lane Pleasant Hill, CA 94523-3323
Hours of Operation	MTW 8:30am – 5:00pm (closed 12:00-1:00) Th 8:30am – 6:00pm (closed 12:00-1:00) F 8:30am – 1:00pm
Counter/Telephone Hours	Same (for inspectors see Office Hours below)
Inspection Scheduling	(925)671-5200 (call 1 day ahead by 5:00pm)
Inspector's Office Hours	MTW 8:30am - 9:30am & 4:00pm - 5:00pm Th 8:30am – 9:30am & 4:00pm – 6:00pm (evenings by appointment only) F 8:30am – 9:30am
Personnel	Mike Nielsen, Chief Building Official Ed McLaughlin, Building Inspector Brent Creese, Building Inspector Vicki Little, Administrative Secretary
SUMITTAL REQUIREMENTS	
Applicable Permit Fees	CBC Table 1A + modifications
Drawing Sets Required	3 sets; large sets rolled, small sets folded Each sheet sealed and wet signed
Structural Calcs/CEC Forms & Calcs Required	2 sets each
Format Requirements	Sheet size: addition/house plans 18"x24" (min.) All others 8-1/2"x11" (min.) Drawing scale: site plan 1/8" = 1'0" Other 1/4" + 1/0" (min.)
Other Dept./Agencies Reviewing Documents	Community Planning, Engineering (plan check is concurrent)
Codes, Ordinances, and Amendments	2001 California Building Code, Security Ordinance Conc. slabs in habitable spaces with reinf. bars, no wire mesh.
Fire Sprinklers Required	Contact C.C.C. Fire District (925)941-3300
Soils Report Required	New construction or as required by Engineering
Wind Design	Exposure C (70 m.p.h.)
Seismic Zone	4
Site Co-efficient	S3